



Non-Merit Job Vacancy Announcement

GRANTS & CONTRACT ADMINISTRATOR

Pay Grade:	<u>13</u>	Position Type:	<u>Full Time</u>
Salary or Range:	<u>\$2,670.20 - \$3,554.70</u>	Work Schedule:	<u>Monday - Friday</u>
FLSA Designation:	<u>Non-Exempt</u>	Work Week:	<u>37.5 Hours</u>

Agency: Department Of Military Affairs - Division Of Emergency Management
Work Address: 110 Minuteman Parkway, CEOC Building, Frankfort, KY 40601
Work County: Franklin

AGENCY COMMENTS:

This position is an Unclassified, Non-Merit, Non-Chapter position under KRS 36.040(1)(r).

DESCRIPTION OF JOB DUTIES:

Develops and reviews grant applications and/or contractual agreements for third party provision of program services, and administers the implementation of approved grants/contract; and performs other duties as required. Provides oversight of operational policies/procedures/fiscal activities for the KY Emergency Response Commission (KERC), Superfund Amendments Reauthorization Act (SARA) Title III fee collection & grant program for the purpose of defining agency program effectiveness, fiscal integrity, equipment management & implementation of required planning activities/automation support. Develops and presents training modules to 118 local emergency preparedness committees (LEPC) explaining federal and state law/regulations as they apply to Title III programs; coordinates meetings and agendas of the KERC; reviews requests for program deviations/budgetary shifts; recommends alternative solutions for agencies supported through the LEPC Grant Program; acts as primary assistant to KERC Chair. Coordinates with the technical hazards planner to assist in the identification of planning needs based on Tier II Chemical reports and program requirements and assists in the regular conduct of audits on those plans recommending updates and/or deletions where required. Provides technical coordination and guidance to customers on the implementation of the Tier II reporting and fee collection process to insure compliance with state and federal regulations. Participates in the development of annual budget requests for SARA Title III programs, distribution plans for LEPC Grant and advises management on program and financial issues so that timely adjustments can be made when necessary. Develops and presents training and briefing packages on the program to the 118 LEPCs and coordinates/participates in annual trainings and emergency management activations. Other duties as assigned.

MINIMUM REQUIREMENTS:**EDUCATION:**

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of research or administrative experience.

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Research, administrative or clerical experience will substitute for the required education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

None

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: 6/13/2016)

[Posted on: 6/4/2016]

Applicants must create a state application by clicking on the COS Website listed below. Once your application has been created, please email your state application to Crystal Simpson before the closing date listed on the job announcement.

****Applicants will NOT apply online through the COS website****

COS Website

<https://sjobs.brassring.com/TGWebHost/home.aspx?partnerid=20101&siteid=5031>

Contact Name: Crystal Simpson

Contact Method: 502-607-1541 or
crystal.l.simpson10.nfg@mail.mil

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

